



UNIVERSITI TEKNOLOGI MARA

EDU452: ACADEMIC SKILLS

Course Name (English)	ACADEMIC SKILLS APPROVED
Course Code	EDU452
MQF Credit	2
Course Description	This course introduces students to essential academic skills required at the university level. The emphasis of this course is on active learning approach -- the students choose, apply practical strategies, set goals on creating an efficient and individualized system of learning. The content of the course is presented to help students become self-regulated and independent learners. In this course students are exposed to 'what' and 'how' to make informed choices about academic learning content. Basically, this course provides opportunities for students to identify and practice the skills required for academic reading and writing assignments. Its also provides students with skills and practice in listening to lectures and note-taking. Additionally, this course would also help to build students' confidence and ability to present effectively. Indirectly, this course would help develop a positive attitude towards learning.
Transferable Skills	Autonomous learning Effective Reading Effective Writing Effective Presentation Effective group Work Effective Computer Aided Learning
Teaching Methodologies	Lectures, Tutorial, Reading Into Writing Task, Listening Activity, Presentation, Small Group Sessions , Self-directed Learning, Computer Aided Learning
CLO	CLO1 communicate ideas effectively, verbally and in writing, suitable to different audiences CLO2 apply critical reading, listening, speaking and thinking strategies that suit different context CLO3 manage self and others in fostering team skills in academic context
Pre-Requisite Courses	No course recommendations
Topics	
1. Introduction to the course Understanding course requirements 1.1) Interpreting course 1.2) Goal setting/ academic plan	
2. LISTENING SKILLS Listening to lectures/news/radio announcement etc and note taking 2.1) Listening skills & 2.2) Note-taking skills	
3. READING SKILLS Critical Reading strategies 3.1) Reading Skills 3.2) Reviewing reading sources 3.3) Skimming / Scanning 3.4) Extracting stated main ideas/implied main ideas/supporting details	
4. WRITING SKILLS Effective Writing Skills 4.1) Purpose in writing 4.2) Academic essay outline 4.3) Paragraph writing – Topic sentence, supporting details 4.4) Intext citations – quotation, paraphrase, synthesis 4.5) Endtext	

<p>5. WRITING SKILLS Effective Writing skills</p> <p>5.1) Writing an academic essay</p> <p>5.2) 5 paragraphs essay - Introduction, body and conclusion</p> <p>5.3) Thesis statement</p>
<p>6. WRITING SKILLS Effective Writing skills</p> <p>6.1) Reviewing / editing the academic essay</p>
<p>7. PRESENTATION SKILLS Presentation skills</p> <p>7.1) Presentation Skills</p> <p>7.2) Purpose</p> <p>7.3) Audience</p> <p>7.4) Topic/ content / ideas</p> <p>7.5) Verbal and non-verbal</p> <p>7.6) Outline</p> <p>7.7) Organising information</p> <p>7.8) Introduction, Main body,</p> <p>7.9) Conclusion</p> <p>7.10) Presentation Consultation</p>
<p>8. Course review</p> <p>8.1) Review of the course</p>

Assessment Breakdown		%		
Continuous Assessment		100.00%		
Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Academic Essay Outline	25%	CLO1
	Individual Project	Academic Essay	25%	CLO1
	Presentation	Individual Presentation	25%	CLO2
	Presentation	Group Presentation	25%	CLO3
Reading List	Reference Book Resources	<ul style="list-style-type: none"> • Drew, S. & Bingham, R. 2001, <i>The Student Skills Guide</i>, (2nd. ed.) Ed., Gower: Hampshire, England • Fui Chung, J. & Kim Seng, E. 2010, <i>Study Skills Made Easy</i>, Cengage: Singapore • Lee, K., Goh, H., Chan, J. & Yang, Y. 2009, <i>Effective Colle Writing: A Process-Genre Approach.</i>, (2nd. ed) Ed., McGraw-Hill: Singapore • Lipsky, S. 2013, <i>College Study: The Essential Ingredients</i>, (3rd.ed.) Ed., Pearson: Boston • Oshima, A. & Ann, H 2006, <i>Writing academic English</i>, (4th. ed.) Ed., Pearson-Longman: New York • Weyers, J. & McMillan, K. 2012, <i>The Study Skills Book</i>, (3rd. ed.) Ed., Pearson: Harlow, England 		
Article/Paper List	This Course does not have any article/paper resources			
Other References	This Course does not have any other resources			